

## **Program A: Administrative Services**

Program Authorization: R.S. 49:205

### **Program Description**

The Mission of State Printing & Forms Management is to provide design, printing, warehousing and distribution assistance and service to the agencies within state government.

The goal is to provide the most solution oriented products and services at the least possible cost to the agencies served.

To provide design assistance

To provide the most economical procurement and production of products

To provide warehousing & distribution on a bill as shipped basis

To provide forms management services including design, forms analyst, procurement, warehousing & distribution, inventory control, and obsolescence reduction

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	0	6,005,828	6,005,828	5,890,553	5,761,760	(244,068)
Fees & Self-gen. Revenues	3,756,084	50,000	50,000	55,866	51,858	1,858
Statutory Dedications	0	0	0	0	0	0
		0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<b>\$3,756,084</b>	<b>\$6,055,828</b>	<b>\$6,055,828</b>	<b>\$5,946,419</b>	<b>\$5,813,618</b>	<b>(242,210)</b>
EXPENDITURES & REQUEST:						
Salaries	\$1,171,847	\$1,163,152	\$1,361,371	\$1,322,562	\$1,296,111	(65,260)
Other Compensation	53,872	58,657	106,626	106,626	106,626	0
Related Benefits	259,562	314,957	366,323	368,867	360,540	(5,783)
Total Operating Expenses	2,224,173	4,490,614	3,514,178	3,600,595	3,513,093	(1,085)
Professional Services	0	0	0	0	0	0
Total Other Charges	0	28,448	574,282	547,769	537,248	(37,034)
Total Acq. & Major Repairs	46,630	0	133,048	0	0	(133,048)
TOTAL EXPENDITURES AND REQUEST	<b>\$3,756,084</b>	<b>\$6,055,828</b>	<b>\$6,055,828</b>	<b>\$5,946,419</b>	<b>\$5,813,618</b>	<b>(242,210)</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	41	46	46	46	46	0
Unclassified	0	0	0	0	0	0
<b>TOTAL</b>	<b>41</b>	<b>46</b>	<b>46</b>	<b>46</b>	<b>46</b>	<b>0</b>

## **SOURCE OF FUNDING**

This program is funded from Interagency Transfers from sales of forms and printing services to other state agencies and local government.

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$6,055,828	46	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$0	\$6,055,828	46	EXISTING OPERATING BUDGET - December 2, 2002
\$0	\$24,013	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$0	(\$2,506)	0	Risk Management Adjustment
\$0	(\$133,048)	0	Non-Recurring Acquisitions & Major Repairs
\$0	\$41	0	UPS Fees
\$0	(\$92,894)	0	Salary Base Adjustment
\$0	(\$30,947)	0	Attrition Adjustment
\$0	\$4,323	0	Group Insurance Adjustment
\$0	(\$34,569)	0	Other Adjustments - Non-recurring leaf payments
\$0	\$5,790,241	46	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$5,790,241	46	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$5,790,241	46	GRAND TOTAL RECOMMENDED

## **PROFESSIONAL SERVICES**

This program does not have funding recommended for Professional Services for Fiscal Year 2003-2004.

**OTHER CHARGES**

	<b>Interagency Transfers:</b>
\$8,712	Data Processing
\$1,000	Mainentance expenses
\$465,568	LEAF Payments
\$10,762	Postage expense
\$17,895	OTM Charges
\$11,275	Miscellaneous expenses
\$3,075	Office Supplies
\$18,961	Operating Services
<b>\$537,248</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$537,248</b>	<b>TOTAL INTERAGENCY TRANSFERS</b>

## **ACQUISITIONS AND MAJOR REPAIRS**

This program does not have funding recommended for Acquisitions and Major Repairs for Fiscal Year 2003-2004.